

STATE POLICE COMMISSION



CADET WRITTEN EXAMINATION CANDIDATE PREPARATION MANUAL

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I. Using This Candidate Preparation Manual

This manual was designed to assist you in preparing for the 2003 Trooper written examination. It contains information about the type of content and exam questions in each of the exam sections. The 2003 Louisiana State Police Trooper written examination consists of four sections:

1. Understanding Oral Information/Observation & Memory
2. Analytical Ability
3. Reading and Understanding Written Information
4. Situational Judgment

In preparing for the exam, you should familiarize yourself with the information presented in this manual. Review the material carefully. The more time you spend studying, the better you should do on the exam. Do not wait until the last day to begin studying. Make sure that you thoroughly understand all the concepts presented in this manual before you take the examination. If you identify specific areas in which you need improvement, you are encouraged to concentrate your study efforts in those areas. This will help you build your knowledge and thereby improve your exam performance.

How You Should Begin

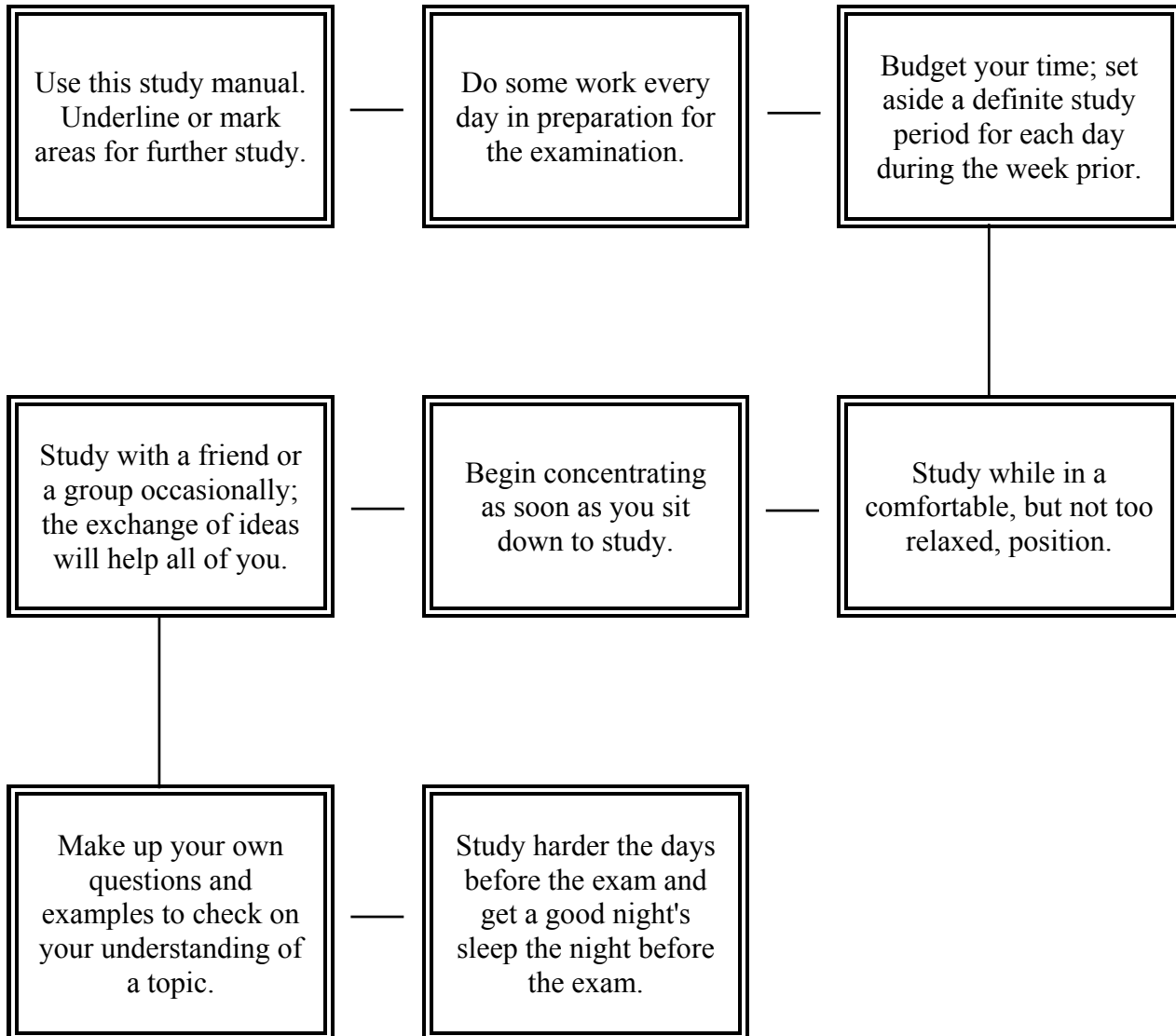
This is your study guide. You may write on it and use it any way you want. We suggest that you read through the manual once to get a feel for the material. During the second reading, underline or make notes of the points that you feel are important. Try to understand the basic principles presented.

It is best to review this material throughout the entire study period. Study harder the last few days before the exam, and then get a good night's sleep before the exam.

You may not refer to this manual during the exam.

II. Preparing for the Written Examination

Here are some general tips that should help you study for the written examination.



III. General Strategies for Taking Written Examinations

The following are some general guidelines for taking written multiple-choice exams.

1. **Your attitude about the exam process can make a difference.** Approach the exam confidently and stay relaxed. Arrive on time and be ready for the exam.
2. **Listen carefully to all instructions.** Ask questions if there is something you do not understand; however, be aware that proctors are instructed not to answer questions about, or provide clarification of, exam content.
3. **Read all directions carefully, twice if necessary.** You may underline key directions in your exam booklet. Be sure to read all the directions in the test – they may be different than the ones presented in this manual.
4. **Answer the easiest questions first.** Postpone harder questions until later. Make an initial guess on harder questions in case you do not have enough time to go back to them. Keep track of the questions that you would like to return to.
5. **Monitor your time during the exam.** Do not spend too much time on any one question. If you have extra time, double-check your answers.
6. **No question is meant to be a "trick" or "catch" question.** No question should have two correct answers. You will be asked to choose the one answer that is most correct among the choices given. Your score on the exam will be based only on the number of correct choices you make. All of the test questions are weighted equally.
7. **Interpret words according to their generally accepted meanings.**
8. **Rephrase difficult questions for yourself.**

Taking Written Exams (Continued)

9. **When in doubt, your first response is often the correct choice.** Keep this in mind when double-checking your answers.
10. **Answer every question if you have time.** There is no penalty for guessing, but you can improve your odds of getting the correct answer if you can eliminate one or more alternatives before guessing.
11. **Be certain that you understand how to use the computer scannable answer sheet correctly.** Be careful to make clean erasures on your answer sheet and to mark only one correct answer per item. Fill in the answer space completely.
12. **Instructions read to you by the proctor are very important, so be sure to listen carefully.** There may be helpful clues given during the proctor instructions. Ask questions if there is something you do not understand about the exam administration process, but be aware that your proctor cannot answer questions about exam content issues.

IV. Sample Questions

The questions in the written exam are presented in a multiple-choice format. You will be given information either (1) presented as a question prompting you to select the best answer from the four choices, or (2) requiring you to complete a sentence or fill in a blank by selecting the single best answer from four potential responses. Below are some sample questions that provide examples of the types of questions included on the exam. Two sample questions are provided for each section of the test. These examples show some of the typical exam question formats that may be used; they are not intended to suggest actual exam content.

SECTION 1

UNDERSTANDING ORAL INFORMATION/OBSERVATION & MEMORY

NOTE: The purpose of the two sets of questions in this section is to provide an opportunity to demonstrate your ability to memorize and recall information presented orally and in written form. For this section, test questions 1-15 will pertain to information read to you, and questions 16-25 will pertain to an information bulletin you will study earlier in the test. The questions presented in this preparation manual are examples of the types of questions that you can expect to see in the actual exam.

The following is an excerpt of the type of information that may be read to you:

“Hello, I am Captain Davis. Your work shifts will be 8 hours long with a 45-minute break after the first 4 hours. On your first day of work you should report to Lieutenant Reyes. Please bring 2 forms of identification. Acceptable forms of identification include a current driver license, social security card, and photo identification card.”

The following is an example of the type of information that you may be asked to study:

List of Recent Home Burglaries

Residence Address	Owner’s Name	Date	Time
46 Rosedale Drive	P. Samuels	7/14/03	4:17 a.m.
867 47 th Avenue	R. Costa	7/16/03	3:51 a.m.
921 Garden Parkway	E. Ericson	7/17/03	2:13 a.m.
36 Greenhaven Circle	M. Tatishi	7/17/03	3:32 p.m.

DIRECTIONS: Answer the following questions based on the material just read to you. Darken the box corresponding to the single best answer for each of the questions.

SAMPLE QUESTIONS

1. On your first day of work you should report to

- a. Lieutenant Carter.
- b. Lieutenant Reyes.
- c. the training officer.
- d. the personnel office.

The correct answer is b.

DIRECTIONS: Officers are required to rely on their memory of persons and events. The following items relate to the informational bulletins in the booklet that you studied earlier.

2. Who is the owner of the residence located at 867 47th Avenue?

- a. R. Costa
- b. M. Tatishi
- c. P. Samuels
- d. E. Ericson

The correct answer is a.

SECTION 2

ANALYTICAL ABILITY

DIRECTIONS: Officers frequently must draw conclusions based on incomplete or conflicting information. Use the information below to answer the questions that follow.

SAMPLE QUESTIONS

A kidnapping occurred outside of a small business on a crowded street at approximately 3:41 p.m. Witnesses provided the following descriptions of the suspect:

- I. “Tall, large-build male, dark complexion, dark hair, wearing black trousers and a dirty white t-shirt.”
- II. “Approximately 6 feet tall, brown hair, male, dark skin and hair, about 200-220 pounds, wearing dark brown pants.”
- III. “About 6 feet, 1 inch, 210 pounds, short, dark brown hair, dark skin, large scar across right cheek, approximately 35 years old, wearing black pants and a stained white shirt.”
- IV. “Very large man, about 6 foot, 2 inches, wearing black or dark brown pants.”

3. Which witness was probably closest in proximity to the suspect?

- a. I
- b. II
- c. III
- d. IV

The correct answer is c.

4. Which description would be least helpful in identifying the suspect?

- a. I
- b. II
- c. III
- d. IV

The correct answer is d.

SECTION 3

READING AND UNDERSTANDING WRITTEN MATERIAL

DIRECTIONS: The following questions are designed to measure your ability to read and understand written material. Each reading passage is followed by one or more questions about the material you have read. Base your answers only on the material you have read and **not** on any prior knowledge you may have of any of the topics addressed.

SAMPLE QUESTIONS

In a police organization, it is essential to have leaders. Leadership styles may vary from department to department, and from leader to leader. The diplomatic leader may make independent decisions and then justify them to his or her followers using such techniques as persuasion and appeals to reason. On the other hand, a leader who is more bureaucratic may strictly follow orders, directives, and policies, but most likely compromises a certain amount of flexibility in his or her decision-making. A participative leader might consult officers and solicit feedback and advice, while a free-reign leader would most likely avoid making decisions whenever possible. Furthermore, a successful leader may combine several leadership styles to accommodate certain situations, utilizing more of one type of leadership than another, or switching focus when appropriate.

5. According to the paragraph, a leader who makes a decision based solely on a policy would most likely be following which leadership style?
- a. free-reign
 - b. diplomatic
 - c. participative
 - d. bureaucratic

The correct answer is d.

6. According to the paragraph, which statement is correct?
- a. A leader should choose a style and stick with it.
 - b. It is best to use a combination of leadership styles.
 - c. A bureaucratic leader often tries to avoid having to make decisions on her own.
 - d. Officers within the same department should try to utilize the same leadership styles.

The correct answer is b.

SECTION 4

SITUATIONAL JUDGEMENT

NOTE: The following questions are designed to measure your ability to successfully evaluate situations and determine the most appropriate course of action. For each scenario, you will be asked to choose the most appropriate course of action.

DIRECTIONS: Darken the box corresponding to the single best answer for each of the questions.

SAMPLE QUESTIONS

7. While you are performing crowd control activities at a public event, a citizen walks past you and makes a demeaning and derogatory comment about your law enforcement responsibilities. You would most likely
- a. immediately notify your sergeant about the comment.
 - b. confront the individual and demand an apology for the comment.
 - c. ignore the comment and continue with your crowd control activities.
 - d. ask the individual to come back and explain why she made such a comment.

The correct answer is c.

8. You and another trooper are conducting a traffic accident investigation together. You have noticed that the other trooper is taking some shortcuts as he collects evidence and obtains statements from the victims and witnesses. These shortcuts are reducing the quality of the traffic investigation. You would most likely
- a. notify your sergeant of the shortcuts being taken by the other trooper.
 - b. point out to the trooper the impact his shortcuts will have on the traffic investigation.
 - c. go back and redo those aspects of the investigation on which the trooper has taken shortcuts.
 - d. ignore the trooper's work performance since it is not your responsibility to monitor his performance.

The correct answer is a.